

# GASTON CIVIC CENTER RENTAL

P.O. BOX 429  
131 North Carlisle St.  
Gaston, SC 29053

\*\*\*RENTAL OF KITCHEN AND AUDITORIUM FOR BUILDING ONLY.  
APPLIANCES, ETC. ARE NOT GUARANTEED TO BE IN WORKING CONDITION\*\*\*

## Rules and Regulations for Renting the Gaston Civic Center:

(SOUND EQUIPMENT IS NOT PROVIDED)

- ❖ **NO** Alcoholic Beverages or Smoking on Civic Center Site.
- ❖ If renting kitchen and tables or chairs are move, please lift them in order to not damage floor.
- ❖ If for any reason you must cancel your event, you need to call the Town Hall one week at the minimum in advance of your event date.
- ❖ You may pick up the key from the Gaston Town Hall the Day before your event.
- ❖ If your event is on Sunday you may pick up the Key on Friday.
- ❖ **There is a deposit of \$150 to book the Auditorium and \$100 to book the Kitchen.** The deposit will be refunded after building is checked by Town Hall Personnel.
- ❖ Renter will be liable for any damages or missing property.
- ❖ You must clean the kitchen/civic center after your use of the building and all the furniture has to be put back in it's original place. There is a trash dump at the rear of the building for your convenience.
- ❖ When renting the Whole Civic Center you get: Kitchen and Auditorium.
- ❖ The Civic Center must be cleaned up and vacated by 11:30 pm on the night of the event.

### Rental Rates:

- Whole Civic Center \$500 for Whole Day **Not Refundable**  
(Churches, Charitable Organizations and School \$350 for Whole Day) **Not Refundable**
- Kitchen \$200 Auditorium \$300 for Whole Day **Not Refundable**  
(Churches, Charitable Organizations and School \$150 for Kitchen and \$200 for Auditorium for Whole Day) **Not Refundable**
- \$50 Deposit is **Non-Refundable** if "No Show"

There will be 30 day maximum time to rent by the same Churches, Charitable Organizations and School

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_  
Name of Event: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
How long are you using the Gaston Civic Center: \_\_\_\_\_  
Kitchen: \_\_ Auditorium: \_\_ Method of Payment for Deposit: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Please initial here after you have received the Check List